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Minimum Qualification Specifications  
for the Class:

VOCATIONAL REHABILITATION MANAGER I  
(VOCATIONAL REHAB MGR I)

**Special Requirement:**

These positions provide direct counseling services (as necessary) covered by the State Plan for Vocational Rehabilitation Services<sup>1</sup>. Therefore, applicants must possess a CORE (Council on Rehabilitation Education) accredited master's degree in Rehabilitation Counseling, be a Certified Rehabilitation Counselor (CRC), or be CRC eligible (meet all graduate-level education, internship and experience requirements to be acceptable for certification as a CRC).

**Education Requirement:**

Master's degree in rehabilitation counseling accredited by the Council on Rehabilitation Education (CORE), which included successful completion of practicum and/or internship in vocational rehabilitation counseling.

**Experience Requirements:**

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quality described below, or any equivalent combination of training and experience.

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<sup>1</sup> The State Plan for Vocational Rehabilitation Services required by the Rehabilitation Act of 1973, as amended, and the Federal regulations for the State Vocational Rehabilitation Services Program, and administered by the Department of Human Services, includes personnel Standards for rehabilitation counselors, supervisors, and managers who perform or are authorized to perform one or more "counselor functions." "Counselor functions" covered by the State Plan, include: (1) Making an eligibility determination; (2) Approving an IPE and any amendments to the IPE; (3) Making the determination as to who is an individual with a significant disability; (4) Making the determination as to who is an individual with a most significant disability; (5) Making the determination, in consultation with the individual, of ineligibility; (6) Making the determination, in consultation with the individual, that the record of service of an individual who has achieved an employment outcome can be closed.

Specialized Experience: Two (2) years of responsible professional work experience in one or a combination of the following:

1. Vocational rehabilitation training as a regularly designated responsibility;
2. Vocational guidance and teaching work in a recognized vocational rehabilitation program or in a school for persons with disabilities;
3. Developmental work in programs of vocational rehabilitation located in an educational institution, government, business or industry;
4. Personnel placement or employment placement experience which has provided extensive knowledge of training and rehabilitation requirements necessary to place persons with disabilities in one or more broad occupational areas; and
5. Vocational rehabilitation counseling experience involving the adjustment, training and placement of persons with disabilities into gainful employment.

At least one (1) year of this experience must have been comparable to the Vocational Rehabilitation Specialist IV level in the State service.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Managerial Aptitude: Applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles,

which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

**Substitutions Allowed:**

Applicants who meet the Special Requirement, possess a master's degree from an accredited college or university that meets the education requirement to be CRC eligible (but which is not a CORE accredited master's degree as described in the Education Requirement above), and three (3) years of Specialized Experience, one year of which was equivalent to the Vocational Rehabilitation Specialist IV level in State government, will be deemed to have met the Education and Experience Requirements for this class.

**Driver's License:**

For certain positions, applicants may be required to have a valid license to drive in the State of Hawaii.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Desirable Qualifications:**

- Certification as a Certified Rehabilitation Counselor
- Possession of a CORE accredited master's degree in Vocational Rehabilitation Counseling

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class VOCATIONAL REHABILITATION MANAGER I (VOCATIONAL REHAB MGR I), which was approved on November 17, 1999.

DATE APPROVED: 6/10/02

/s/ Dawn M. Young  
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Director of Human Resources Development